

TASS Update

Trusted Associate Sponsorship System

(formerly “Contractor Verification System”)

DOCPER Site ID# 760739 (CNRE)

Mar 2015



TASS Topics

- **TASS Overview**
- **DOCPER as a TASM**
- **TASS and NATO SOFA Status**
- **Being a TA**
- **Timelines**
- **Troubleshooting**
- **Applicant Categories**
- **Contact Numbers**

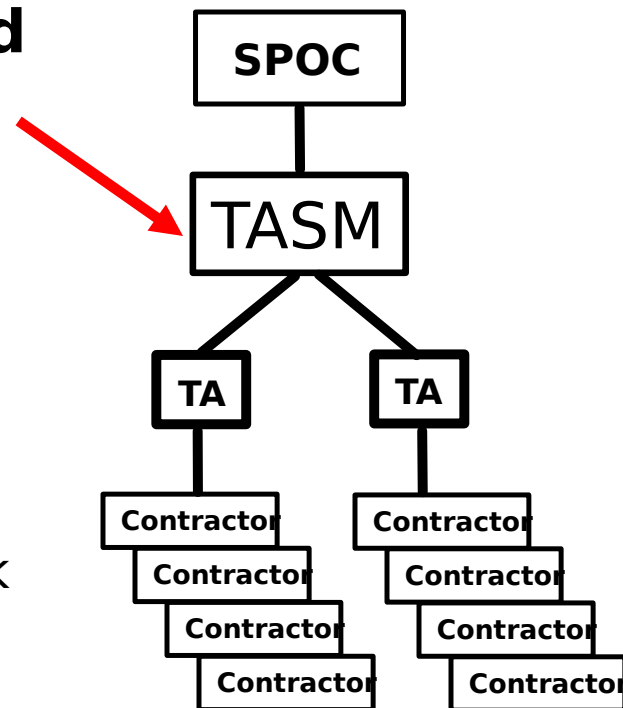


What is TASS, and Why?

- **WHAT: Defense Manpower Data Center (DMDC) sponsored and supported secure web-based application:**
 - Automates the DD Form 1172-2 process
 - Verifies eligibility for issuance of Common Access Cards (CAC) to DoD Contractors
 - Serves as the authoritative data-feed for DoD contractor data into the Defense Enrollment Eligibility Reporting System (DEERS)
- **WHY: Provides stronger chain of trust required by Homeland Security Presidential Directive - 12 (HSPD-12) (2004)**
 - Mitigates security vulnerabilities of the manual “paper-based” process
 - Provides greater assurance for the integrity & accuracy of the DEERS/RAPIDS data base
 - Eliminate paper forms (the **DD 1172-2**) **Italy** **But not in Germany nor**
 - Streamlined issuance process at DEERS/RAPIDS
 - A uniform way to account for DoD Contractors
 - Enhances core principles of Identity Protection & Management

Structure of a TASS Site

- **TASS site: “a logical collection of TASS users under the organizational control of a Trusted Associate Security Manager (TASM)”**
- **DOCPER is the TASM for Commander, Naval Region Europe (CNRE)**
 - DOCPER’s main TASM Function: To appoint as Trusted Associates (TAs) Contracting Officer’s Representatives (CORs) who work with DOCPER
 - Secondary Function: Appoint TAs for any military organization in the AOR that can demonstrate a need for -- and can offer a qualified individual to be -- a TA



Why Navy? They asked first.



Players involved in TASS

Roles	Responsibilities
Service Point of Contact (SPOC)	<ul style="list-style-type: none">■ Appoints TASMs, oversees all department sites
Trusted Associate Security Manager (TASM) (DOCPER)	<ul style="list-style-type: none">■ Assigns & registers Trusted Agents (TA)■ Transfer contractor sponsorship between TAs■ Remove TAs
Trusted Associate (TA)	<ul style="list-style-type: none">■ Create new contractor account in TASS■ Approve, reject, or return contractor application■ Re-verify contractor CAC requirement
Facility Security Officer (FSO)	<p><i>(N/A FOR DOCPER CONTRACTOR EMPLOYEES)</i></p> <ul style="list-style-type: none">■ Notify TA to initiate a contractor CAC request■ Enter/edit contractor information in TASS■ Submit completed application■ Maintain records of contractor's approved/rejected application
Contractors	<ul style="list-style-type: none">■ Apply to TA for CAC■ Get CAC at DEERS/RAPIDS ID terminal if approved
	<ul style="list-style-type: none">■ Return CAC to COR upon departure or dismissal



DOCPER's TASM Role

- **DOCPER TASS site:**
 - Site is called "CNRE", site #760739
 - Over 325 active Trusted Agents (TAs), who have about 4000 contractors under them
- **DOCPER is the only "all component" site in TASS**
 - All other TASS sites (Army, Navy, Air Force) deal only with their own contractors
- **Why is DOCPER a TASM?**
 - "One-stop-shopping" for CORs
 - To get PRIV CAC, contractors need both a TASS entry and a DD 1172-2
 - **If a contractor employee shows up at ID card facility with a DOCPER-issued DD 1172-2, and no TASS entry, *NO CAC can be issued.***
 - If we were not a TASM, we could offer no help.

TASS and NATO SOFA Status

- **Role of DD 1172-2s:**

- DD Form 1172-2 is still required (*in Germany and Italy*)
- Why?
 - *TASS fields do not address type of card (PRIV, CIV, etc.)*

– ID card facility needs to know what kind of card to issue

• **IMPORTANT: TASS card expiration date must = DD 1172 expiration date (and DD 1172-2 date governs)**

- **What documents does the contractor employee need?**

1. TASS entry = plain CAC
2. TASS entry + DOCPER-issued DD 1172-2 = PRIV CAC
3. TASS entry + DOCPER-issued DD 1172-2 + SOFA ID request = SOFA ID form

[NOTE: In Italy, the DOCPER-issued Letter of Accreditation gets the contractor the “missione soggiorno”, the equivalent of the Germany SOFA ID card]



How Do You Get to Be a TA?

- **Rules on designating a TA:**
 - Must be DoD GS or Military (thus, in DEERS)
 - If a COR working with DOCPER, we appoint directly
 - DOCPER-designated TA's generally serve accredited TESA/TR contractors (Germany and Italy)
 - If not a COR working with DOCPER, TASM sends TA Appointment form
 - Prospective TA's supervisor must verify
- **Process:**
 - We need your email address (SSN no longer needed)
 - We'll create a "token" for you
 - DMDC auto-generates an email for you to "redeem the token"
 - We'll email you with links to the training sites and other info

• **You do the training**



TASS Certification Training

- Training must be done annually
 - Training involves passing 3 courses
- DMDC “locks out” TASMs or TAs that have not passed the training
- DMDC tracks training electronically
 - But you may want to print course completion certificates
- Training Sites:
 - <https://learning4.dmdc.osd.mil/Atlas2/>
 - <https://learning1.dmdc.osd.mil/Atlas2/faces/page/login/Login.seam?cid=341>
 - <https://learning2.dmdc.osd.mil/Atlas2/faces/page/login/Login.seam?cid=341>
 - <https://learning3.dmdc.osd.mil/Atlas2/faces/page/login/Login.seam?cid=341>
 - <https://learning4.dmdc.osd.mil/Atlas2/faces/page/login/Login.seam?cid=341>
 - <https://learning5.dmdc.osd.mil/Atlas2/faces/page/login/Login.seam?cid=341>
 - <https://learning6.dmdc.osd.mil/Atlas2/faces/page/login/Login.seam?cid=341>

If you continue to have problems contact the helpdesk at DSN- 312-698-5000 , and ask for the training helpdesk



Role of the TA

- **Provide contractor access to TASS**
 - Use the DOCPER-provided TASS Registration Request Form to register contractors to put into TASS
 - Retain completed forms for an audit trail
- **TASS Registration Request:**
 - Verify the contractor's need for a CAC
 - Ensure background vetting
- **Review completed electronic applications**
- **Approve or reject the application**
- **Re-verify contractors every 6 months by confirming the contractor's continued affiliation with the DoD**
- **Retrieve/capture ID cards as necessary**
 - At expiration
 - When damaged or compromised
 - When the card holder no longer affiliated with the DoD or no longer meets the eligibility requirements for the card



TASS / CVS Registration -- Eligibility

Since May 2010, we have asked TA's to use the TASS Registration request that we have provided to all TA's.

CVS REGISTRATION REQUEST

[Print Form](#) [Reset Form](#)

Section I: Applicant Data

This form is for (select only one) -----> Initial Issuance: ☐ Reissuance: ☐ 6 Month Reverification: ☐

Last Name: First Name: Middle Name: Cadency Name:

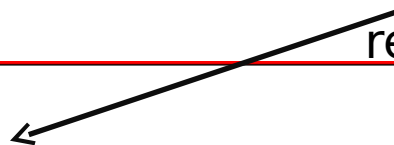
S S N: Date of Birth: E-mail Address:
(mm/dd/yyyy)

Personnel Category -----> DoD Contractor ☐ Volunteer ☐ Other Federal Agency (specify):

Card Expiration Date: (Include option years. Date not to exceed 3 years or the Contract End Date)
(mm/dd/yyyy)

Contract Number: Contract End Date: (Include option years)
(mm/dd/yyyy)

The form is a “fillable PDF”. One of the key provisions pertains to eligibility requirements...



Section II: Eligibility Requirements (Select all that apply)

- ☐ The applicant requires access to multiple DoD facilities or access to multiple non-DoD Federal facilities on behalf of the Department on a recurring basis for a period of 6 months or more (this requirement is applicable to DoD contractors only).
- ☐ The applicant requires both access to a DoD facility and logon access to DoD networks on site or remotely.
- ☐ The applicant requires remote access to DoD networks that use only the CAC logon for user authentication.
- ☐ The applicant requires frequent access to a DoD network to perform volunteer duties. **[NOTE: TAs for site 760739 do NOT need to process volunteers].**

Note: A requirement for access to a CAC enabled DoD website, without also meeting as least one of the above eligibility requirements, does not qualify a DoD contractor to be issued a CAC.

TASS / CVS Registration -- Vetting

Section III: Background Vetting

(Select all that apply)

Contractors & other eligible Federal/State Personnel

- ☐ The applicant has completed an FBI fingerprint check with favorable results, AND a National Agency Check with Inquiries (NACI) has been submitted to the Office of Personnel Management (OPM).
- ☐ The applicant possesses a valid NACI
- ☐ The applicant possesses a DoD-determined NACI equivalent investigation: { Select NACI equivalent investigation here } ----->

Another critical provision is the requirement for “Background Vetting.” The vetting generally is done by the Sponsor (the office that uses the contractor’s services) and/or the contractor company...

Note the responsibilities of the Sponsor....

In other words, it’s not YOUR job

Section IV: Sponsor Responsibilities

(Select all boxes to acknowledge compliance)

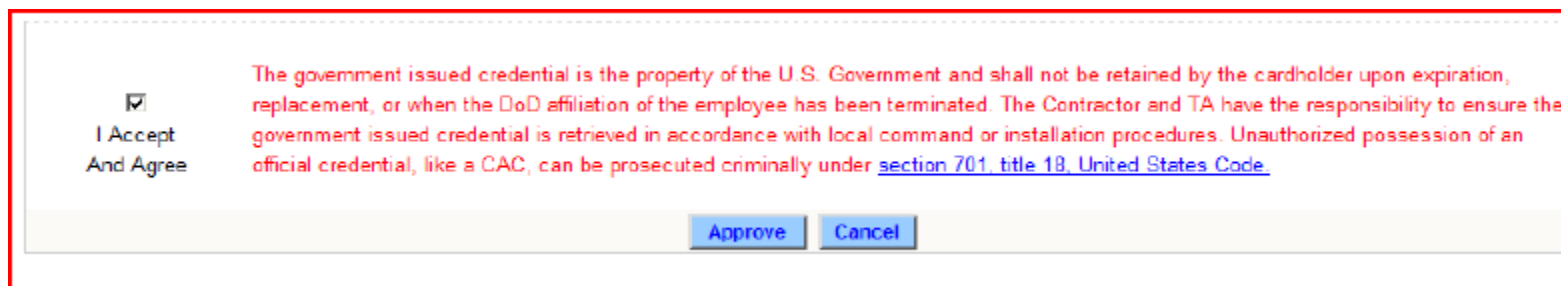
- ☐ I (the Sponsor) understand I am responsible for each task listed below:
- ☐ I will notify the assigned CVS Trusted Agent if there is a change in the applicant's status that results in them no longer being eligible to retain the credential I am sponsoring them for.
- ☐ I will notify the assigned CVS Trusted Agent if the applicant is terminated or moved from under my sponsorship or organization.
- ☐ If the applicant leaves, is terminated, or transfers to another service organization, I will retrieve their credential and properly dispose of it by returning it to a RAPIDS ID card issuance facility.

TA Process in Brief

- TA receives notification that the contractor application has been submitted
 - TA logs in to TASS reviews the application
 - TA has 30 days from time contractor submits application (or TASS automatically disables)
- TA may:
 - Approve the application
 - TA verifies contractor's need for logical/physical access to either a DoD network or facility
 - Verify that employer organization has vetted the contractor
 - *"The contractor requesting a card is vetted by the employer organization using a DoD approved process."*
 - Establish the affiliation of the contractor with the service/agency
 - If approved, system updates DEERS with contractor information, directs contractor by email to proceed to a RAPIDS issuance facility for his card
 - Return it to the contractor for corrections
 - Reject it
- Once the TA approves the application, the contractor has 90 days to obtain a card through the RAPIDS issuance facility, otherwise the application will automatically disable.

Approval

- **Before Approval, TA is asked to “Accept and Agree” regarding the rules for turning in CACs.**



The screenshot shows a web form with a red border. On the left, there is a checkbox with a checkmark and the text "I Accept And Agree". To the right of the checkbox, there is a paragraph of red text: "The government issued credential is the property of the U.S. Government and shall not be retained by the cardholder upon expiration, replacement, or when the DoD affiliation of the employee has been terminated. The Contractor and TA have the responsibility to ensure the government issued credential is retrieved in accordance with local command or installation procedures. Unauthorized possession of an official credential, like a CAC, can be prosecuted criminally under [section 701, title 18, United States Code](#)". At the bottom of the form, there are two blue buttons: "Approve" and "Cancel".

- **After Approval, TASS sends email to the applicant (and TA) that applicant approved and instructing the applicant to proceed to the nearest CAC issuance facility with two forms of identification**

TASS Timelines

- **First login (Contractor or Applicant)**
 - 7 days once a TA creates and approves an application
 - TA **MUST** securely provide the TASS website link, user ID and temporary Password information to the contractor directly.
- **Time to complete application (Contractor)**
 - 30 days to complete the application, providing the save button is selected before exiting the application
 - Once the contractor submits an application, he/she may no longer access or make changes to the application unless it is returned for corrections by the TA.
- **Time to review application (TA)**
 - 30 days to review the application before TASS automatically disables it
- **Time to have CAC issued (Contractor)**
 - 90 days to have a card issued to him/her once a TA approves an application before TASS automatically disables it
- **Time to reverify contractor account (TA)**
 - Six (6) months after card issued
 - TASS sends email notification reminders in intervals of 30, 20, and 10 days before reverification due date.



Troubleshooting TASS Issues

- **Rule #1: If TASS doesn't stop you from doing something, just keep on moving**
 - TASS gives you lots of warnings, rarely stops you
- **If another TA owns a contractor, sometimes you can “wrangle” the contractor away**
 - If not, write the other TA and ask them to revoke contractor
- **“Data collision”: If a contractor says the RAPIDS facility can't issue because of a “data collision”, TA or TASM cannot fix. Call Help Desk 312-698-5000.**
 - DMDC-Europe (at Landstuhl) will get the ticket and resolve
- **Mismatches: DD 1172-2 <> TASS entry**
 - TA MUST use DOCPER DD 1172-2 *end date (start date optional)* [NOTE: ID card facility will turn applicant away]
- **TASS “glitch”: CAC has been issued, but emails tell applicant to go to RAPIDS ID card office for new CAC.**



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Resetting TA Password and Account

- **Account and Password rules:**
 - If TA has not logged in in 45 days, account suspended. New password needed.
 - TA call DMDC Support Center, provide TASS Site ID: 760739 and SSN or the TA User Account Code to remove the suspension from your TA account.
 - If account suspended/deactivated (after 60 days).
 - TA call DMDC Support Center, provide TASS Site ID: 760739 and SSN or the TA User Account Code to remove the suspension from your TA account.
- **Call DMDC Support Center, at: 800-372-7437 or DSN: 312-698-5000**
 - Voice-mail speed-dial: option #1 for English, option #3 for TASS, option #2 for “all others”, option #1 (for password reset) or option #5 (for all others)).
 - “Our menu options may have changed”

Maintenance Actions

- Click **Maintenance** from the Links column
- Buttons at the bottom of Maintenance screen reflect possible TA actions

TA has approved applicant

Applicant has not submitted to TA

Applicant **has** submitted to TA

Table 2. Actions Available According to Application Status

		Status of the						
		In Progress	Approved	Submitted	Returned	Rejected	Issued	Expired
Buttons/Actions	Disable	Yes	Yes	Yes	Yes	No	No	No
	Approve	No	No	Yes	No	No	No	No
	Return	No	No	Yes	No	No	No	No
	Reject	No	No	Yes	No	No	No	No
	Reuse	No	No	No	No	No	Yes	Yes
	Reset Password	Yes	Yes	Yes	Yes	No	No	No

Categories - Foreign Affiliate

DMDC Information and Technology for Better Decision Making

CVS Contractor Verification System

Help | FAQs | Contact Us | Log off
User: XXX XXX Site: #####

Homepage Applications CACs Reverifications My Profile

Create Application Browse Applications Batch Processing

Path: Home > Applications > Create New

Create New Application Account

[Instructions](#) (Help with this form) OMB No. 0704-0415

Application Data

Applicant Information:

Last Name:† Gablehauser

First Name:† Eric

Middle Name: **

Cadency Name: None

Person Identifier:† 858788709 Social Security Number

Date Of Birth:† 02/15/1978

Primary Email:† [REDACTED]

Personnel Category:†

- ☐ Affiliated Volunteers (requiring DoD Network access)
- ☐ DoD and Uniformed Service Contractor
- ☒ Foreign Affiliate
- ☐ Non-DoD Civil Service Employee
- ☐ Non-Federal Agency Civilian Associate
- ☐ Non-US Non-Appropriated Fund (NAF) Employee
- ☐ OCONUS Hire
- ☐ Other Federal Agency Contractor
- ☐ Presidential Appointee

Foreign Affiliate Type:† Select Foreign Affiliate Type

Organization: Select Foreign Affiliate Type

Eligibility Expiration Date: Civilian Contractor Military

Sponsor (TA):

Organization: Department Of Defense

Telephone Number: 1234567890 (e.g. 8003727437)

Office Name: KBR

"Foreign Affiliate" could be a civilian, military or contractor



Categories - OCONUS Hire

- A non-US citizen needs a Foreign Identification Number (FIN).
- FIN ~ SSN
- Gets it at the ID card facility.

Create New Application

Applicant Information:

Last Name:†

First Name:†

Middle Name: **

Cadency Name:

None

Person Identifier:†

Date Of Birth:†

MM/DD/YYYY

Primary Email:†*

Foreign Identification Number

Personnel Category:†

- ☐ Affiliated Volunteers (requiring DoD Network access)
- ☐ DoD and Uniformed Service Contractor
- ☐ Foreign Affiliate
- ☐ Non-DoD Civil Service Employee
- ☐ Non-Federal Agency Civilian Associate
- ☐ Non-US Non Appropriated Fund (NAF) Employee
- ☒ OCONUS Hire
- ☐ Other Federal Agency Contractor
- ☐ Presidential Appointee

Organization:

Select an Organization

Eligibility Expiration Date:

Select an Organization

Sponsor (TA):

Organization:

Telephone Number:

Office Name:

Street Address 1:

Air Force
Army
Coast Guard
Department of Defense
Marine Corps
Navy
NOAA
Public Health Service

727437)

OCONUS Hire" = Refers to LN employees hired by USF

No "LOCKDOWN".... yet. LNs still using DD 1172-2 to get CACs.

TAs under our site will NOT be required by us to enter LNs.

Categories -- Volunteers

Primary Email:^{†*}

Personnel Category:[†]

- ☒ Affiliated Volunteers (requiring DoD Network access)
- ☐ DoD and Uniformed Service Contractor
- ☐ Foreign Affiliate
- ☐ Non-DoD Civil Service Employee
- ☐ Non-Federal Agency Civilian Associate
- ☐ Non-US Non-Appropriated Fund (NAF) Employee
- ☐ OCONUS Hire
- ☐ Other Federal Agency Contractor
- ☐ Presidential Appointee

Volunteer Type:[†]

Organization:

Eligibility Expiration Date:

Sponsor (TA):

Organization:

Telephone Number:

Office Name:

Street Address 1:

Street Address 2:

City:

State:

Zip Code:

Last four Zip Code:

Country:

Select Volunteer Type

- Select Volunteer Type
- American Red Cross Volunteer
- Army Non-Paid Work Experience Program (NPWE) Member
- Army State Defense Force (SDF) Member
- Boy Scout Affiliate
- Civil Air Patrol (CAP)
- Education
- ESGR Field Committee Volunteer
- Family Support
- Girl Scout Affiliate
- Legal Assistance
- Military Treatment Facility (MTF) Volunteer
- MTF Medical Intern
- Religious
- Retired Affairs Office (RAO)
- Student Intern
- U.S. Army Corps of Engineers Volunteer
- U.S. Coast Guard Auxiliary
- United States

“Affiliated Volunteers” could be anybody in the drop-down box.

We (Site ID# 760739) never signed up to enter volunteers in TASS. Your call as TA whether to enter them into TASS or not.

And same holds for LNs, when “Lockdown” comes



Vetting for LNs

- **USAREUR G2 contacted DA G2 to resolve issues of background vetting for LNs**
 - Germany - the existing Local National Screening Program (LNSP) is sufficient - no fingerprint check (FP) required
 - But U.S. Citizens working as “LNs” need a fingerprint check, NACI, and LNSP
 - Italy - the existing Carabinieri background check is sufficient - no FP check required
 - Romania - the existing Romanian government background check is sufficient - no FP check required
 - BENELUX - the existing NATO background check is sufficient - no FP check required
 - Kosovo - TBD
- **Foreign National Contractors: Same rules hold**

Contract Number Validation

- TASS tries to verify Contract Number matches an Agency
- If no match, message below is displayed
 - Correct contract number, if entry is incorrect
 - If correct, **MOVE ON**

Warnings/Messages

Please notice messages below and view existing data using provided link(s).

- **CONTRACT NUMBER VALIDATION SERVICE:** The contract number you entered could not be matched to an agency. Please ensure your contract number is correct before continuing.
- An application already exists with this Person Identifier with 'Expired' status. [This is not the CAC status]
- This person exists in DEERS.
- Please review their DEERS records.

Contract Number Validation--2

Contract Information:

Contract Number: FAAAAA-00-B-1111
Contract End Date: 08/30/2013 (MM/DD/YYYY)

Sponsor (TA):

TA (Trusted Agent): [Parikh, Aseem](#)
Organization: Department Of Defense
Telephone Number: 8005551111
Office Name: Beauregard
Street Address 1: 123 Fake St
Street Address 2:
City: Alexandria
State: VA
Zip Code: 22311
Last four Zip Code: 0000
Country: US

□ If contract number matches an agency:

- TASS returns contract end date
- If date returned is later than date entered, TASS displays message below
- TA can use either date supplied by system, or the date the TA entered

Warnings/Messages

Please notice messages below and view existing data using provided link(s).

- **CONTRACT NUMBER VALIDATION SERVICE:** The service returned a *Contract End Date* of "08/30/2015" different than the one entered. To accept this date [click here](#) or simply ignore this date to continue.
- An application already exists with this Person Identifier with "Expired" status. [This is not the CAC status]
- This person exists in DEERS.
- Please review their DEERS records.



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TASS Web Site

<https://www.dmdc.osd.mil/tass>

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QUESTIONS